

RESIDENTIAL TENANCY APPLICATION FORM

IMPORTANT: Please make sure you fill this form correctly otherwise you may miss out on the property as your application will not be processed.

- One application form for each person wanting to reside in the property
- Applicants must inspect the property prior to being approved/Applying
- On acceptance of your application, you will be required to pay one month rent in advance to secure the property
- All applicants must attend the sign-up appointment as scheduled with the agent
- No cash accepted. Rent must be paid as cheque, bank cheque or direct deposit to nominated trust account
- Proof of identification and income required along with the application form

Documents required:

100 points of ID

- Driver's licence, Passport, Copy of Birth Certificate. 50 points per item
- Copy of ATM card, Credit Card, Phone/Electricity/Gas Account 25 points per item

Proof Of Income

- Last two payslips
- Employment contract
- letter from Employer

APPLICATION PROCESSING TIME : 24 - 48 hours

Upon acceptance of your application you will be required to pay minimum of 1 month rent in advance to secure the property.

DISCLOSURE

I, The applicant declare the following information is correct and that i have supplied it on my own will and i authorise you as the listing agent, to conduct any enquiries to verify the provided information. i acknowledge and accept that if this application is rejected, the agent is not legally obligated to give reasons for the rejection.

Applicant's Signature

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PROPERTY ADDRESS: _____
Property inspection done: YES / NO
Lease Term: _____ MONTHS Rent: \$ _____ per week
Number of Adults applying with you to rent this home: _____
Number of children to reside at this home: _____
Name and Age Of Children: _____
Any Pets: YES /NO, if YES-How many: _____

Applicant's Details:

Name: _____
Date Of Birth: _____ Driver's Licence No.: _____
Phone Number: (H): _____ (M): _____
E: _____

Present Address:

Name of Agent/Owner: _____
Period of Occupancy: _____ Rent paid: \$ _____ per week
Reason of leaving: _____
Is the BOND fully refunded: YES / NO Reason if No: _____

Previous Address:

Name of Agent/Owner: _____
Period of Occupancy: _____ Rent paid: \$ _____ per week
Reason of leaving: _____
Is the BOND fully refunded: YES / NO Reason if No: _____

Occupation: _____ Name of Employer: _____
Work Address: _____
Work Phone: _____ How long employed for: _____ Months FullTime/ PartTime
Work Hours (per week): _____ Net Income (after tax): \$ _____ per week

Self Employed:

Name of Business: _____
Industry: _____ Phone Number: _____
Business Address: _____
Net Income (After Tax): \$ _____ per week e: _____

Student:

University: _____ Course(name & length): _____

Person to Contact In Case of Emergency(not living with you):

Name: _____ Ph: _____ Relationship: _____

Applicant's Signature: _____ Date: _____

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PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be accepted by the landlord i agree to enter into a Residential Tenancy Agreement. i acknowledge that this application is subject to the approval of the owner/landlord. i declare that all information contained in this application (including the reverse side) is true and correct and given on my own free will. i declare that i have inspected the premises and am not bankrupt. i authorise the agent to obtain personal information from: (a) the owner or the agent of my current or previous residence. (b) my personal referees and employer/s (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history; i am aware that i may access my personal information by contacting - NTD: 1300 563 826, TICA: 1902 220 346, TRA: 02 9363 9244. if i default under a rental agreement, i agree that the agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future. i am aware that the agent will use and disclose my personal information in order to : (a) communicate with the owner and select a tenant (b) prepare lease / tenancy documents (c) allow trades people or equivalent organisations to contact me (d) lodge/claim/transfer to/from a bond authority (e) refer to tribunals/courts and statutory authorities (where applicable) (f) refer to collection agents/lawyers (where applicable) (g) complete a credit check with NTD(national tenancies database) (h) transfer water account details into my name i am aware that if information is not provided or i do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Applicant's Name: _____ Signature: _____ Date: _____

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